



Job Description and Person Specification

Post Held: Teaching Assistant

Responsible to: Senior Lead TA, Lead TA, Extended Leadership Team

Liases with: Class teacher, Senior Lead TA, Lead TA

Salary: Bucks Pay Range 1b (6-10) £20,297 to £21,233 pro rata. (Actual starting salary £14,748 for full time role)

Purpose:

- To support all children with their learning under the direction and guidance of class teachers and the Leadership Team

DUTIES AND RESPONSIBILITIES

Teaching and learning

Under the direction of the class teacher, Lead TA, SEN team and Extended Leadership Team

- To support all pupils, including those with special educational, disabilities, EAL or behaviour needs, learn as effectively and independently as possible through; *modelling to pupils, using effective resources, supporting with vocabulary, using questioning, discussion*
- Assist in the educational, social, emotional and personal development of all pupils
- To deliver interventions and additional teaching to pupils
- To follow support plans and EHCPs
- To establish a constructive relationship with pupils
- Be a role model for pupils
- To support and uphold the school's vision, values and motto
- Organise and manage teaching space and resources to help maintain an effective and safe learning environment
- Support pupil's behaviour in line with the school's vision, values and positive behaviour policy
- Read and understand lesson plans and be prepared for the lessons, tweaking content as needed to meet pupil needs
- Observe pupil performance and give feedback (make notes/observations)
- To prepare resources to support classroom activities
- Communicate effectively with other staff members and pupils
- To assist in the care of the learning environment by keeping classrooms tidy and in good order
- To support with educational visits, taking responsibility for the welfare and learning of pupils

Health and safety and Safeguarding

- Ensure the safety, wellbeing and safeguarding of all pupils by following schools' policies
- Look after children who are upset or have had accidents

Other

- To undertake gate, break and lunch duties promoting a safe and positive experience
- To work as members of the school staff team in the smooth running of the school
- Follow school policies and the staff code of conduct
- To take part in the school's appraisal procedures
- To take part in training offered by the school
- Attend meetings relevant to the post as well as any with external professionals
- Undertake any other relevant duties given by the class teacher or leaders

Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion*



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs or equivalent 	<ul style="list-style-type: none"> GCSE Mathematics and English C grade or equivalent Some knowledge of how pupils learn Some knowledge of curriculum
Previous Experience	<ul style="list-style-type: none"> Some experience in the care and/or education of children Good time management and organisational skills 	<ul style="list-style-type: none"> Some experience of working with people with a range of special needs/behaviour/EAL Some experience of assessing pupils' work Some experience of working in an educational setting
Professional Skills and Experience	<ul style="list-style-type: none"> Ability to demonstrate basic English and Maths skills Able to communicate effectively with pupils, parents, other professionals, etc. Able to contribute to the support of children in areas of personal and educational development Commit to relevant training 	<ul style="list-style-type: none"> Understanding how children learn and how their individual needs may be assessed and met Understanding how to motivate, enable and engage pupils
Personal Qualities	<ul style="list-style-type: none"> Able to contribute constructively to and work effectively as a member of a team Adaptable, flexible and solution-driven Passion and enthusiasm Positivity, commitment and hardworking Confidentiality 	<ul style="list-style-type: none"> A sound primary school philosophy that values the whole child